

ER-1-190

28 April 1950

TO: Each Assistant Director and Staff Chief  
FROM: Director of Central Intelligence  
SUBJECT: Personnel and Space Allocations

1. a. After exhaustive efforts during the past several months to obtain needed additional space for further expansion of CIA under planned build-up through the fiscal year 1951 it has been determined that we can anticipate no addition to currently assigned space in the Washington area prior to 1 January 1951.  
b. This determination makes it necessary to restrict our departmental personnel build-up and other planned facilities to those which can be currently accommodated for most efficient results within our overall space allocations, until additional space can be made available to the Agency.
2. In the light of these conditions the following policies and procedures are re-emphasized for continued study and action:
  - a. COAPS will continue special effort toward:
    - (1) The defining of essential substantive programs and the elimination of substantive effort which, even though it may be of some value, is not currently essential to the CIA mission.
    - (2) The early recommendation of solutions for current problems in connection with abstracting and indexing, liaison, intelligence information requirements, and overt collection effort within the Agency.
    - (3) Reducing to the extent possible the requirements for reproduction and dissemination of substantive materials.
  - b. The Management Staff will direct special effort toward:
    - (1) Continual elimination and avoidance of duplications and non-essential activities in administrative effort.
    - (2) Streamlining and centralization, where appropriate and feasible, of decentralized administrative effort.
    - (3) Reduction of current personnel authorizations to the fullest extent commensurate with the continuance of essential programs and operational activity.

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(4) Adequate controls, through further centralization and priority determinations, of the utilization of reproduction facilities.

(5) Assistance and support of COAPS in carrying out the provisions of a. above.

c. The Personnel Director will, in coordination with the Chiefs of the Administrative and Special Support Staffs:

(1) Determine, in collaboration with the Assistant Directors and Staff Chiefs, the maximum numbers of personnel which can be accommodated by Offices and Staff Sections within allocated space, and the designation of positions to be filled within space restrictions.

(2) Direct personnel procurement activities to concentrate their efforts to filling such positions until the availability of additional space can be predicted with sufficient certainty to warrant resuming an increased or overall effort.

3. Assistant Directors and Staff Chiefs will give full cooperation to the implementation of the emergency measures indicated above, and must, of necessity, tailor their current plans and programs to the availability of facilities and personnel to carry them out.

4. a. COAPS and the Management Staff will afford the fullest opportunity for conferences and general discussion between all Assistant Directors and Staff Chiefs concerned in determining action to be instituted or recommended under these instructions.

b. Matters which cannot be resolved in this manner will be referred to the Executive, with full statement of the position of each official concerned, for action or further reference to the Director.

c. All action involving changes in Agency policy, organization structure or major functions will be referred to the Executive prior to implementation, even though full agreement has been reached by all concerned.

5. a. Attached hereto is a tabulation showing your current departmental personnel authorization and total space (exclusive of space for guards, I & S receptionists, emergency rooms, etc.) which can be allocated to you in the Washington area within current overall availability. The final determination of authorization facilities and personnel to be housed within this space

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allocation must necessarily be left to you.

b. An Agency policy statement relative to personnel planning for your fiscal year 1952 budget presentation has been added to the inclosure to avoid the necessity for a further directive on this subject.

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A. H. HILLENKOTTER

Copies of each inclosure furnished:

COAPS

✓ Management Staff

Budget Officer

Personnel Director

Chief, SSS

Chief, Administrative Staff

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CCAPS  
Legal Staff  
IDS Staff  
Budget Staff  
Management Staff  
Personnel Director  
Administrative Staff

NOTE: Current space and personnel allocations for the above staffs remain unchanged.

Fiscal Year 1952 Budget.

The fiscal year 1952 budget presentations for the above staffs will not include requests for personnel in excess of current T/O authorizations. Careful scrutiny of current authorizations will be made in each staff with a view to reductions where possible. Particular study will be given to the IDS personnel security units and the Personnel Division, Administrative Staff, in view of reduction in work load which should be evident in another year.

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